



# ARCHDIOCESE OF WASHINGTON

## CHILD PROTECTION AND SAFE ENVIRONMENT

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: (301) 853-5328 Fax: (301) 853-7675

Email: [Childprotection@adw.org](mailto:Childprotection@adw.org)

### VOLUNTEER COMPLIANCE CHECKLIST

*(If personal access to the Internet is not available, please speak with the local Child Protection Compliance Coordinator for assistance with the registration.)*

#### - **Volunteer Application**

- All volunteers must complete, sign and return application to the local coordinator at the Parish/School.

*(Where it will be retained and stored.)*

#### - **Register on Virtusonline.org**

- Log on to [www.virtusonline.org](http://www.virtusonline.org) and begin the registration process.
- During the online registration, please read the **Pastoral Code of Conduct and Contact with Minors**.
- Schedule and attend a ***Protecting God's Children for Adults training session***.

\*The Steps above must all be completed and recorded on VIRTUS before a fingerprinting appointment is scheduled.

#### - **FBI Fingerprinting**

- Your Application and Virtus Registration must be completed prior to scheduling a FBI Fingerprinting appointment. (Please check with your local coordinator.)
- Bring two forms of ID to your local coordinator to be copied and kept stored.
- Your coordinator will provide you with the Directions, Fingerprint Services Locations/website, LIVESCAN PRE-REGISTRATION APPLICATION needed to make the fingerprint appointment to be fingerprinted. You will need to bring your ID, Livescan Pre-Registration Application and payment for fingerprinting. (Please check with the fingerprint location for all details prior to going for fingerprints.)

#### - **Archdiocese of Washington – Child Protection Policy Booklet**

- Please read the Child Protection Policy Booklet (given out in the Seminar).
- Acknowledgement Form must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.

**ALL REQUIREMENTS MUST BE COMPLETED WITHIN 60 DAYS AFTER REGISTERING ON VIRTUS.**

**Please be aware that you cannot work with children until your fingerprint results are posted on Virtus.**